



# AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

\*\*\*\*WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT\*\*\*\* APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<b><u>ANNOUNCEMENT NUMBER:</u></b>	2015-N12
<b><u>OPEN PERIOD:</u></b>	1 Aug 15 –15 Sep 15
<b><u>HIRING DIRECTORATE:</u></b>	NGB/CF
<b><u>POSITION TITLE:</u></b>	ANG Assistant to Air Force JAR (Air Reserve Component Advisor)
<b><u>AFSC REQUIREMENT:</u></b>	51J3/4 (PAFSC, 2AFSC, 3AFSC)
<b><u>RANK/GRADE REQUIREMENT:</u></b>	Lt Col/O5 (Promotable) – Col/O6
<b><u>POSITION INFORMATION:</u></b>	0-6 M-Day position
<b><u>TOUR LENGTH:</u></b>	3 years - 0-6 M-Day position
<b><u>AGENCY:</u></b>	National Guard Bureau
<b><u>DUTY LOCATION:</u></b>	Scott AFB, IL
<b><u>WHO MAY APPLY:</u></b>	Qualified ANG members only

## **1. Requirements**

Must hold Rank/Grade requirement by this announcement closeout date.

Colonel Applicants must submit last 5 OPRs.

Lt Col Applicants must submit ALL OPRs (to include AF Form 77s and Training Reports if applicable) with no gaps in time; have a DOR no later than 1 Dec 2012. Note: \*If selected for this position you may be required to request an extension of your current MSD, through your state, to allow for 3 years time in grade as a Col.

LtCol Applicants must have completed SDE as indicated on vMPF RIP.

Must have a minimum of 17 years satisfactory service.

Must provide a PCARS summary from vMPF.

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## **2. Position Description**

Serves as advisor to AF/JAR on all matters impacting ANG judge advocates and paralegals. Advise and assist the Director, ANG, the ANG Assistant to TJAG, and JA staff on matters of programs, policy, operations and the utilization of the ANG judge advocates and paralegals and the interface of Active Duty (AD), Air Force Reserves (RES) and Air National Guard (ANG) legal programs. Develops and monitors policy concerning ANG JA members, coordinates all ANG accessions and assignments, and provides support to senior ANG JA leaders and TJAGCR as a whole. Works closely with NGB/JA, Counsel to ANGRC and AF/JA senior staff on significant legal issues affecting ANG members. Performs and coordinates staff assistance and other on-site visits as directed by the Director, ANG, TJAG, or the ANG Assistant to TJAG. Maintains frequent contact with all ANG judge advocates and Counsel to ANGRC to inform and advise AFJAR on all matters of mutual concern regarding ANG judge advocates and paralegals, including all policies and programs that affect the relationship of the command and the ANG. Conducts courses, special studies or analysis and participates in protocol or official functions, as directed. Develops and maintains active association with community leaders and government officials associated with ANG interest areas in order to facilitate effective working relationships with AD, RES and ANG. Develops and participates in training programs in order to insure broad ANG familiarity with missions, policies, and procedures and the accession and assignment program. Performs individual training designed to prepare the incumbent for direct advisory role to AFJAR and other TJAG staff on all matters related to the ANG judge advocates and paralegals. Acts as advisor and represents Director, ANG (DANG) in matters concerning community relations. Attends conferences as requested by AF/JAR and ANG Assistant to TJAG. Serve as a member of the ANG JA Council.

## **3. Application Reminders**

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

#### IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible.

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### **4. About NGAP Tours**

Upon selection an authorization will be added to your Joint Force Headquarters Unit Manpower Document with an authorized grade of Colonel. Please note that this assignment is drill status only. You would be authorized to utilize up to 60 Active Duty for Operational Support (ADOS) Title 10 days provided by NGB per fiscal year to accomplish your Assistant duties. The number of days is based solely on funding availability.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal.

Application packages will be reviewed to ensure qualifications are met.

### **5. APPLICATION REQUIREMENTS**

Submit application [usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil](mailto:usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil)

If unable to encrypt please forward via <https://safe.amrdec.army.mil/safe/> to [usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil](mailto:usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil)

Application packages MUST contain the following:

1. All documents submitted must have the complete Social Security Number (SSN) redacted (blacked out) EXCEPT for the NGAP Application Work Sheet. We strongly encourage you to consolidate all requirements into a single PDF file.

- PDF File Name should be: 2015-N11Last name, First Initial, Middle Initial (Example: 2015-N11EdmondsKJ )
- Email Subject should be: NGAP MVA 2015-N11 (Example – NGAP MVA 2015-N11)
- Email Application Package to [usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil](mailto:usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil)
- If unable to encrypt please forward via <https://safe.amrdec.army.mil/safe/> to [usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil](mailto:usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil)

2. NGAP Application Work Sheet - It is your responsibility to ensure contact information submitted on this form is complete. This information may be used to contact you if any questions arise thru the screening process.

3. TAG or Director Acknowledgment Letter – Must have separate letter for each MVA announcement

- a. ANG Field Members (AGR, Tech, Drill) -- Must have State Adjutant General (TAG) or designated representative (i.e. ATAG/Director of Staff)
- b. ANG Statutory Tour Members -- Must have Director or Designee Concurrence

4. Resume. Any format (SF 171 form not accepted).

5. References: List (3) references with contact information on a single page.

6. vMPF RIP: Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MilPDS will not be accepted. All information to qualify you for an MVA must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting document with your package. Pen/ink corrections on RIP could disqualify package.

7. OPRs (Officer Performance Reports). Unless specified differently on the MVA, submit last five (5) OPRs to include your most recent IAW 36-2406. Lt Col/O-5 applicants applying for Col/O-6 positions must provide copies of ALL OPRs. If you have a gap in OPRs please contact ARPC, 800-525-0102, to request direction on receiving official documentation to cover the missing reporting period(s).

8. Complete printout from AFFMS (AF Fitness Management System), current fitness results and fitness history. Member must be current/passing within fitness standards as established by AFI 36-2905. Members who are on a profile (AF Form 422) may NOT be exempt from all components of fitness testing. The components indicated on the AF Form 422 MUST be completed (if not exempt) and annotated in AFFMS. NGB/HR does not accept AF Form 422s in lieu of AFFMS results. You must submit a current PT test.

9. PCARS Summary: vMPF

10. Must be a fully qualified, ordained Chaplain, possessing a current ecclesiastical endorsement

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